

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

PURPOSE

The purpose of this order is to provide a class description for the different ranks within the Department, as defined by Municipal Fire and Police Civil Service. All descriptions are provided verbatim from the Civil Service Board.

DEFINITIONS

The following definitions, as provided by the Municipal Fire & Police Civil Service Board (rev. 2-24-60) apply to all class descriptions, supervisory and non-supervisory.

Nature of Work: This section is a general description of the work with emphasis on those basic factors which distinguish the class from other classes above or below it in the same series or in closely related series, including such factors as hazards, responsibility, difficulty, supervision received and exercised, and ways in which work results are reviewed or checked. Because this section evaluates the class in terms of relative difficulty and responsibility and thereby establishes the level of the class, it is the section that is most important in determining the class in which a particular position belongs.

Illustrative Examples of Work: This section is intended to enable the reader to obtain a fuller concept of the actual work performed in positions in the class. The list is descriptive but not limiting. It is not intended to describe all the work performed in all the positions in the class, nor do all examples apply to all positions. It is conceivable, in the more broadly populated classes, that only one portion of one work example would apply to a given position. This section merely serves to illustrate the more typical portions of the work. The performance of one or several duties listed as examples of work of a particular class should not be considered as conclusive evidence that the position belongs in the class. A position belongs in a class only when it meets the criteria described and defined by the applicable description as a whole.

Necessary Knowledge, Abilities, and Skills: This section lists knowledge, abilities and skills that are necessary for successful performance of the work of the class. In setting forth these requirements, use has been made of the terms "extensive knowledge", "thorough knowledge", "considerable knowledge", "working knowledge", and "some knowledge". For clarity in interpreting the descriptions, definitions of these terms are set forth below:

Extensive Knowledge: Implies the most advanced degree of knowledge likely to be found and means that work calls for complete mastery and understanding of the subject. It has been used sparingly and only for unusually exacting classes at the higher levels.

Thorough Knowledge: Implies almost complete coverage of the subject matter area. The work calls for sufficient comprehension of the subject to solve unusual as well as commonplace work problems.

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

Considerable Knowledge: Implies sufficient knowledge in a field to perform most work as assigned with little direct supervision and usually involving standard work situations.

Working Knowledge: Implies sufficient command of the subject to enable the employee to work effectively in a limited range of work situations with little supervision.

Some Knowledge: Implies sufficient familiarity with the subject to know elementary principles and terminology and to be able to perform in a limited range of work situations and to understand simple problems encountered.

Abilities: Refer to the present state of development of innate capacities making possible the application of knowledge and skills (physical, mental, and social processes) to work situations.

Skills: Generally refer to and are limited to manipulative manual abilities and dexterity. (In some of the more basic classes physical capabilities that are almost prerequisites for adequate performance in the class are enumerated, although the use of this factor is limited.)

Required Training and Experience: This section includes a statement of the training and experience that is necessary for admission to test for a position allocated to the class. It does not in any way have reference to the qualifications of present employees. Although they are not specifically mentioned, certain qualifications such as honesty, sobriety, and dependability, which are expected of all employees, are deemed to be a part of this section. Additional requirements may be prescribed under provisions of the applicable personnel rules.

Necessary Special Requirements: This section is used in a few classes where legal requirements limit the practice of a profession or occupation to persons who possess a specific license or certificate issued by a board of licensure, or where there is a specific prerequisite which must be met by applicants for positions in the class before otherwise qualifying.

I. Duties & Responsibilities of the Chief of Police

The class description for the position of Chief of Police, as defined by the Municipal Fire & Police Civil Service Board (rev. 7-10-75), is hereby reproduced in its entirety:

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

Nature of Work

This is administrative and technical police work in the direction of all employees and activities of the municipal police department. This is an important administrative position involving responsibility for the protection of lives and property in the city through the supervision of all police functions. Work involves the efficient operation of the police department through control of activities, seeing that order is maintained, that laws and ordinances are enforced, and that measures are taken to prevent crime and protect lives and property. Work also involves the planning of activities and the selection, training, assignment, supervision, and discipline of all departmental personnel. The employee consults with the mayor-president and city council in determining plans and policies to be observed in the conduct of police operations and, except for general administrative direction, he works independently in carrying on the police department functions. Work is reviewed through discussion of problems to be met and written activity reports.

Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties that may be found in positions of this class.)

- In consultation with the mayor-president and with the assistance of subordinate supervising officers, formulates policies and regulations governing activities of the police department.
- Formulates and prescribes work methods and procedures to be followed by members of the department, appraises conditions of work in the department, and takes necessary steps in improving police operation.
- Plans and supervises the enforcement of traffic and safety regulations and programs of crime prevention and detection.
- Controls the expenditure of departmental appropriations and prepares annual budget estimates.
- Plans and directs police training programs.
- Establish an internal affairs review process to investigate any violation of code of conduct for department members and make a final disposition on each investigation.
- Cooperates with state and federal officers in the apprehension and detection of wanted persons and with other agencies where activities of the police department are involved.

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

- Directs the proper accounting for money received or disbursed, maintenance and operation of police communications systems, and maintenance of all police equipment and other property.
- Advises and assists police officers in non-routine criminal or other investigations.
- Attends civic club meetings, churches, schools, and other places of public gathering to explain the activities and functions of the police department and to establish favorable public relations.
- Performs related work as required.

Necessary Knowledge, Abilities and Skills

- Extensive knowledge of the principles and practices of modern police administration and police methods.
- Extensive knowledge of the principles and accepted good practices and procedures as applied to patrol, traffic control, and criminal investigation.
- Extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.
- Extensive knowledge of the types and uses of firearms, communications and automotive equipment used in modern police work.
- Thorough knowledge of the functions of federal, state and local jurisdictions and authorities as they relate to police work.
- Ability to plan, lay out, and supervise the work of a large number of subordinates performing varied operations connected with police activities, to develop proper training and instructional procedures for those employees, and to maintain a high level of discipline and morale.
- Ability to establish and maintain effective working relationships with other city officials, state and federal authorities, civic leaders, and the general public. Ability to prepare and present effectively oral and written informative material relating to the activities of the police department.

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

Required Training and Experience

Graduate from a standard high school or possession of a valid certificate of equivalency issued by a state department of education. Must have successfully completed a general course of instruction in college level course work in police administration and criminology, or ten years of progressively responsible experience in law enforcement and crime prevention work; or possess any equivalent combination of experience and training sufficient, in the opinion of the board, to indicate ability to satisfactorily perform the work.

Necessary Special Requirements

Physical strength and agility and freedom from disabling defects; and ability to meet such specific physical requirements as may be established by the civil service board and successfully pass any qualifying examination, either oral or written, that the board may approve.

II. Duties & Responsibilities of the Deputy Chief of Police

The class description for the position of Deputy Chief of Police, as defined by the Municipal Fire & Police Civil Service Board (rev. 4-19-12), is hereby reproduced in its entirety:

Nature of Work

This is administrative and technical police work to assist the Chief of Police in the direction of all employees and activities of the municipal police department. The Deputy Chief's position ranks directly below the Chief of Police and fills in for the Chief of Police when the Chief of Police is unable or absent from work. This is an important administrative position involving responsibility for the protection of lives and property in the city through the supervision of all police functions. Work involves assist the Chief of Police in the efficient operation of the police department through control of activities, seeing that order is maintained, that laws and ordinances are enforced, and that measures are taken to prevent crime and protect lives and property. Work also involves assist the Chief of Police in the planning of activities and the selection, training, assignment, supervision, and discipline of all departmental personnel. The employee consults with the Chief of Police in determining plans and policies to be observed in the conduct of police operations. He is responsible directly to the chief of police for the effective and efficient operation of his particular area of responsibility.

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties that may be found in positions of this class.)

- Assist the Chief of Police in consulting with the mayor-president and with the assistance of subordinate supervising officers, formulating policies and regulations governing activities of the police department.
- Assist the Chief of Police in formulating and prescribing work methods and procedures to be followed by members of the department, appraises conditions of work in the department, and takes necessary steps in improving police operation.
- Assist the Chief of Police in planning and supervising the enforcement of traffic and safety regulations and programs of crime prevention and detection.
- Assist the Chief of Police in controlling the expenditure of departmental appropriations and prepares annual budget estimates.
- Assist the Chief of Police in planning and directing police training programs.
- Assist the Chief of Police in cooperating with state and federal officers in the apprehension and detection of wanted persons and with other agencies where activities of the police department are involved.
- Assist the Chief of Police in directing the proper accounting for money received or disbursed, maintenance and operation of police communications systems, and maintenance of all police equipment and other property.
- Assist the Chief of Police in attending civic club meetings, churches, schools, and other places of public gathering to explain the activities and functions of the police department and to establish favorable public relations.
- Performs related work as required.

Necessary Knowledge, Abilities and Skills

- Extensive knowledge of the principles and practices of modern police administration and police methods.
- Extensive knowledge of the principles and accepted good practices and procedures as applied to patrol, traffic control, and criminal investigation.

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

- Extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.
- Extensive knowledge of the types and uses of firearms, communications and automotive equipment used in modern police work.
- Thorough knowledge of the functions of federal, state and local jurisdictions and authorities as they relate to police work.
- Ability to plan, lay out, and supervise the work of a large number of subordinates performing varied operations connected with police activities, to develop proper training and instructional procedures for those employees, and to maintain a high level of discipline and morale.
- Ability to establish and maintain effective working relationships with other city officials, state and federal authorities, civic leaders, and the general public. Ability to prepare and present effectively oral and written informative material relating to the activities of the police department.

Required Training and Experience

Shall not have less than eight years of full-time experience in law enforcement and crime prevention work; in the Baton Rouge Police Department. Must be a regular and permanent employee in the class of Police Sergeant, or higher, in the Baton Rouge Police Department.

Necessary Special Requirements

Physical strength and agility and freedom from disabling defects; and ability to meet such specific physical requirements as may be established by the civil service board and successfully pass any qualifying examination, either oral or written, that the board may approve.

III. Duties & Responsibilities of Police Major

The class description for the position of Police Major, as defined by the Municipal Fire & Police Civil Service Board (rev. 7-10-75), is hereby reproduced in its entirety:

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

Nature of Work

This is an administrative position responsible for directing a particular segment or segments of the municipal police department. The work involves responsibility for planning, directing, and supervising investigations relative to matters of interest to the police department in connection with the protection of lives and property of the citizens and for the successful apprehension and prosecution of violators of the law. Work is performed in accordance with established policies and procedures but this employee has considerable latitude in the exercise of individual initiative. He is responsible for the establishment of methods and techniques of procedure to implement the policies of the police department. He is responsible directly to the chief of police for the effective and efficient operation of his particular area of responsibility.

Illustrative Examples of Work

- Supervises and reviews, through subordinates, the work of lower echelon supervisors engaged in the enforcement of all activities of the police department; or the investigation of any acts constituting violations of the law.
- Takes personal charge of major cases where unusual or difficult problems of police operation and procedure become apparent.
- Assigns, supervises, and directs personnel of his particular section in police department activity.
- Reviews reports of his personnel and is a consultant to the chief of police in the formulation and establishment of policies regarding the activities of the department.

Necessary Knowledge, Abilities and Skills

- Must have thorough knowledge of modern police procedures and methods, an extensive knowledge of the principles and practices of basic police sciences, including traffic control, records and identification, fingerprinting, ballistics, and other related sciences of police work.
- Extensive knowledge of principles and practices of police administration.
- Extensive knowledge of court procedures, admissibility of evidence, and sources of information valuable to police investigation.
- Thorough knowledge of laws, ordinances, rules and regulations effective in the municipality.

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

- Ability to carry out special and general assignments requiring organization, planning, assigning, and supervision of the work of subordinate officers in both small and large scale police operations.
- Ability to analyze complex police problems and to adopt quick, effective, and reasonable courses of action.
- Ability to enforce the law firmly, tactfully, and impartially and to deal courteously with the general public.

Required Training and Experience

Graduate from a standard high school or possession of a valid certificate of equivalency issued by a state department of education. Must have two years experience at the rank of Captain (two years to begin at date of probational appointment.) Must be a regular and permanent employee at the rank of Police Captain.

Necessary Special Requirements

Physical strength and agility and freedom from disabling defects; and ability to meet such specific physical requirements as may be established by the civil service board and successfully pass any qualifying examination, either oral or written, that the board may approve.

IV. Duties & Responsibilities of Police Captain

The class description for the position of Police Captain, as defined by the Municipal Fire & Police Civil Service Board (rev. 7-10-75), is hereby reproduced in its entirety:

Nature of Work

This is responsible supervisory police work in commanding the activities of uniformed police officers during an assigned shift. Work involves responsibility for the supervision of patrol activities on an assigned shift or for performing police work of comparable responsibility in the direction of traffic control, investigation, and enforcement. Work requires the use of seasoned judgment and specialized knowledge and skills in interpreting rules and orders and in leading men, appraising the effectiveness of police techniques used, and interpreting departmental policies and regulations. Work is performed in accordance with established routine and departmental regulations. Instructions are received orally or in writing from a superior officer who reviews work through observation, inspection, and evaluation of reports submitted.

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties that may be found in positions of this class.)

- As commanding officer of an assigned shift, maintains duty roster, receives and checks all reports, and maintains records of activities of officers during tour of duty.
- Supervises police officers on posts in cruisers; assigns and supervises men at large fires or major emergencies.
- Receives complaints, accident reports, larceny reports and the like; dispatches officers; gives advice and instructions to officers and citizens.
- Studies traffic control methods, problems and devices, and makes recommendations to commanding officer for improvements in traffic regulations and control activities. Conducts or directs internal investigations and procures facts upon which important personnel and operational procedures are based; recommends disciplinary and other administrative actions to improve the service of the department.
- Supervises enforcement of ordinances, receives and acts on complaints relating to traffic violations, supervises the investigation of traffic accidents, and makes recommendations on the disposition of violations.
- Prepares and supervises preparation of records and reports relating to activities and reviews reports prepared and submitted by subordinates.
- Performs related work as required.

Necessary Knowledge, Abilities and Skills

- Thorough knowledge of the rules and regulations of the police department and pertinent federal state laws and city ordinances.
- Thorough knowledge of the principles and practices of modern police administration.
- Thorough knowledge of the streets and physical layout of the city and adjoining areas.
- Thorough knowledge of controlling laws and ordinances, particularly the laws of arrest, search and seizure, and evidence.
- Considerable knowledge of the modern methods and practices of criminal investigation and identification.

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

- Considerable knowledge of court procedures, admissibility and preservation of evidence, and sources of information valuable to police investigations.
- Ability to understand and execute difficult oral and written instructions.
- Ability to command the respect of officers and to assign, instructs, and reviews their work.
- Ability to deal courteously and firmly with the public and to establish and maintain effective working relationships.
- Ability to write clear and comprehensive reports.
- Ability to analyze complex police problems and situations and to adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Skill in the use and care of firearms.

Required Training and Experience

Graduate from a standard high school or possession of a valid certificate of equivalency issued by a state department of education. Must have two years experience at the rank of Lieutenant (two years to begin at date of probational appointment.) Must be a regular and permanent employee at the rank of Police Lieutenant.

Necessary Special Requirements

Physical strength and agility and freedom from disabling defects; and ability to meet such specific physical requirements as may be established by the civil service board and successfully pass any qualifying examination, either oral or written, that the board may approve.

V. Duties & Responsibilities of Police Lieutenant

The class description for the position of Police Lieutenant, as defined by the Municipal Fire & Police Civil Service Board (rev. 7-10-75), is hereby reproduced in its entirety:

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

Nature of Work

This is responsible supervisory law enforcement work in assisting in the command of a division of the municipal police department. Work involves responsibility for assisting a superior officer in directing, coordinating, and supervising operations and personnel in his command. Work is performed under general direction in accordance with accepted police practices and departmental regulations and is reviewed through reports and conferences. Work may require the performance of hazardous and strenuous tasks and the exercise of independent judgment in directing operations and making decisions under emergency conditions that endanger life and property. Supervision is exercised over other personnel as assigned.

Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties that may be found in positions of this class.)

- Assists in the direction of uniform patrol activities on an assigned shift; takes roll call, distributes daily bulletin, and inspects equipment and personal appearance of officers; makes periodic checks of subordinates while on duty; assumes command of the shift in the absence of the commanding officers.
- Assists in directing the activities of a large groups of employees engaged in traffic accident prevention, traffic accident investigation and traffic law enforcement; assigns tasks to subordinates; instructs subordinate supervisors in the methods to be used and the procedures to follow; receives complaints and suggestions relative to traffic problems; makes recommendations as to the remedial action necessary for the alleviation of undesirable traffic situations; reviews the work of subordinates during progress and upon completion; maintains or supervises the maintenance of records and makes oral and written reports.
- Trains, directs and supervises part-time school crossing guards assigned to school corners where children are crossing heavily traveled streets; instructs school safety patrols and makes safety talks and shows safety films in school auditoriums to encourage safety consciousness on the part of children.
- Performs related work as required.

Necessary Knowledge, Abilities and Skills

- Thorough knowledge of the principles, practices, procedures, and techniques of modern police operations.
- Thorough knowledge of the specialized functions, practices, and procedures of the division or bureau to which assigned.

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

- Considerable knowledge of pertinent laws and ordinances and departmental rules and regulations, ability to enforce them firmly, tactfully, and impartially.
- Considerable knowledge of controlling laws and ordinances, particularly the laws of arrest, search and seizure, and evidence.
- Considerable knowledge of court procedures, admissibility and preservation of evidence, and sources of information valuable to the police investigations.
- Considerable knowledge of the geography of the city.
- Working knowledge of modern principles, methods, and procedures of police administration.
- Ability to assign, supervise, and review the work of subordinates engaged in a wide variety of police duties and to provide instruction and training.
- Ability to observe, analyzes, and record situations clearly and objectively.
- Ability to maintain and accept discipline and to make decisions in emergencies and frequently adverse conditions.
- Ability to perform arduous tasks requiring physical endurance and agility under frequently adverse conditions.
- Ability to establish and maintain effective relationships with departmental personnel and the general public.
- Skill in the use and care of firearms.

Required Training and Experience

Graduation from a standard high school or possession of a valid certificate of equivalency issued by a state department of education. Must have worked in ranks subordinate to Lieutenant, including two (2) years experience at the rank of Sergeant (two years to begin at date of probational appointment.) Graduate of a minimum of three (3) month training school other than the Baton Rouge City Police Training Academy before promotion to the rank of Police Lieutenant, but this schooling shall not be required in order to take the test for promotion.

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

Necessary Special Requirements

Physical strength and agility and freedom from disabling defects; and ability to meet such specific physical requirements as may be established by the civil service board and successfully pass any qualifying examination, either oral or written, that the board may approve.

VI. Duties & Responsibilities of Police Sergeant

The class description for the position of Police Sergeant, as defined by the Municipal Fire & Police Civil Service Board (rev. 3-1-77), is hereby reproduced in its entirety:

Nature of Work

This is supervisory or specialized field and office police work. Work involves responsibility for assisting in the supervision of police patrol and traffic regulatory activities or for the performance of special duties of comparable responsibility. Employees frequently participate in work performed by subordinate officers and assume complete charge in the event of the absence of a superior officer. Employees are given specific work instructions by superior officers on new assignments, but work independently in performing regularly assigned duties. Work is reviewed by inspection and through oral and written reports to supervisors.

Illustrative Examples of Work

(Any one position of this class may not include all duties listed, nor do listed examples include all duties that may be found in positions of this class.)

- Inspects equipment and appearance of police officers at roll call; assigns officers to posts; reads special orders and gives special instructions; patrols city and observes police officers at work; gives instructions, advice, and assistance as required.
- Supervises traffic officers; assigns duties for special traffic conditions; patrols streets supervising enforcement of traffic officers; supervises and checks investigation of accidents; maintains records and prepares reports.
- Acts as desk sergeant supervises the searching and booking of persons arrested, receiving and answering complaints and requests for information; dispatches police vehicles and personnel, accepts bonds, writes reports, and maintains records.

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

- Supervises the accident investigation squad; assigns police officers to investigations; reviews reports of accidents; personally supervises the investigation of major accidents and assists in preparation of court cases; interrogates witnesses and principals involved in accidents.
- Assumes duties of Police Lieutenant when the superior is not on duty.
- When assigned, acts as police photographer; visits scenes of major crimes; searches for physical evidence such as fingerprints; preserves or photographs other evidence discovered.
- Performs related work as required.

Necessary Knowledge, Abilities and Skills

- Considerable knowledge of modern police practices and methods.
- Considerable knowledge of controlling laws and ordinances, particularly the laws of arrest, search and seizure, and evidence.
- Considerable knowledge of the geography of the city.
- Considerable knowledge of the rules and regulations of the police department.
- Considerable knowledge of the principles of accident and criminal investigation and the techniques of interrogation.
- Considerable knowledge of first aid principles and skill in their application.
- Some knowledge of police identification work and photography.
- Some knowledge of records keeping procedures, admissibility and preservation of evidence and sources of information valuable to police investigations.
- Ability to plan, assign, and supervise the work of other police officers.
- Ability to deal firmly and courteously with subordinates and the public.
- Ability to analyze situations quickly and objectively and to determine a proper course of action to be taken.
- Ability to obtain information through interview and interrogation.
- Ability to speak and write effectively.

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

- Skill in the use and care of firearms.

Required Training and Experience

Graduation from a standard high school or possession of a valid certificate of equivalency issued by a state department of education; and five years of continuous law enforcement and crime prevention work at the rank of Police Officer. Must be a regular and permanent employee in the class of Police Officer.

Necessary Knowledge, Abilities and Skills

Physical strength and agility and freedom from disabling defects; and ability to meet such specific physical requirements as may be established by the civil service board and successfully pass any qualifying examination, either oral or written, that the board may approve.

VII. Duties & Responsibilities of Police Officers

The class description for the position of Police Officer, as defined by the Municipal Fire & Police Civil Service Board (rev. 7-10-75), is hereby reproduced in its entirety:

Nature of Work

This is general and varied duty police work in the protection of life and property through the enforcement of laws and ordinances. Work involves the responsibility for performing routine police assignments that are received from police officers of superior rank. Work normally consists of checking of parking meters for violations, routine patrol, preliminary investigation and traffic regulation, and investigation duties in a designated area on an assigned shift which involve an element of personal danger and employees must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Employees may receive special assignments which call upon specialized abilities and knowledge usually acquired through experience as a uniformed officer. In addition, employees of the class may be required to assist other personnel of the police department in conducting interrogations, searches, and related duties as assigned, involving female prisoners or suspects, as well as in escorting females and juveniles to and from designated points. Assignments and general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection, and discussion.

Illustrative Examples of Work

(Any one position of this class may not include all duties included, nor do listed examples include all duties that may be found in positions of this class.)

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

- Patrols a designated area of the city on foot, on a motorcycle, or in a radio cruiser to preserve law and order, to prevent and discover the commission of a crime, and to enforce traffic and parking regulations.
- Answers calls and complaints involving fire, automobile accidents, robberies and other misdemeanors and felonies.
- At scene of crime administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests; testifies as a witness in court.
- Interviews persons with complaints and inquiries and attempts to make the proper disposition or direct them to proper authorities.
- Checks parking meters for overtime parking violations and issues traffic tickets; directs traffic at intersections; participates in escorting funerals and house-movers.
- Conducts accident investigations providing first-aid for injured, taking safeguards to prevent further accidents; interviews principals and witnesses, taking written statements from drivers, witnesses; examines vehicles and roadways, observing traffic control devices and obstruction to view; takes necessary street measurements; clears the scene of obstructions and wreckage.
- Escorts prisoners to and from court; insures that prisoners are properly guarded; supervises trustees washing cars and cleaning buildings.
- Acts as custodian of personal property and evidence being held for court presentation; maintains records of property, evidence, and automobiles held or impounded.
- When assigned, is responsible for reloading ammunition at the police training academy.
- When assigned, participates in training activities at the police training academy; may instruct or establish curriculum for instructional purposes.
- When assigned, investigates crimes; searches for and preserves evidence; questions suspects and witnesses; checks pawn shops; maintains surveillance over persons and places suspected of vice operations.
- Assists in interrogation and investigations involving female prisoners and juveniles.
- Searches female prisoners and assists police officers in situations involving female persons.

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

- Conducts female prisoners and juveniles to and from jail to courtroom, hospitals, or elsewhere.
- Performs other related police duties as assigned.

Necessary Knowledge, Skills and Abilities

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken.
- Ability to understand and carry out oral and written instructions.
- Ability to write and speak effectively.
- Ability to develop skill in the use and care of firearms.
- Good general intelligence and emotional stability.
- Willingness to cooperate with officials and other police officers.
- Willingness to learn and increase skill in police work.

Required Training and Experience

Graduation from a standard high school or possess a valid certificate of equivalency issued by a state department of education.

Necessary Special Requirements

Must be not less than twenty-one (21) years of age. Must meet such medical and physical standards as may be prescribed by the civil service board and successfully pass any qualifying examination, either oral or written, that the board may approve. Must be a citizen of the United States and a resident of Louisiana. Must be a qualified elector of the State of Louisiana.

VII. Supervision

In the event that the Chief of Police is incapacitated and unable to command, an acting chief shall be designated in writing. In the event that no written designation has been made for day to day absence of the Chief of Police, the line of succession shall be as follows:

Senior Major (seniority determined by confirmation date as Police Officer).

BATON ROUGE POLICE DEPARTMENT

General Order
No.101

Effective Date
11-01-1994

Revised Date
6-1-2016

Subject: Duties and Responsibilities of Police Officers

Reviewed 6/1/16

Senior Captain (seniority determined by confirmation date as Police Officer).

At the scene of an accident, crime or other incident requiring a police presence, the highest-ranking officer from the division having ultimate investigatory responsibility for the incident shall be in charge.

An example would be at a homicide scene, where Uniform Patrol is the first to respond. Until such time as the investigating detectives arrive at the scene, the highest-ranking Uniform Patrol officer is in charge.

Upon arrival of investigating detectives, however, (the division having ultimate investigatory responsibility) the highest- ranking detective on scene shall be briefed, and assume command.

This command protocol may be altered at the order of the Chief of Police.

A supervisor may delegate authority to a subordinate officer for specific tasks or assignments. He may not, however, delegate responsibility. When authority is delegated, responsibility is shared by the supervisor and the subordinate given temporary authority.

At no time shall a lone supervisor have more than fifteen (15) officers under his immediate control.

At no time shall any officer be held directly accountable to more than one (1) supervisor.

Supervisors shall, at all times, be held accountable for the actions of the subordinates under their direct command.

Disciplinary action may also be brought against supervisors and commanders for failure to properly supervise an employee whose actions constitute a violation of departmental policy.

Disciplinary action for failure to supervise may include demotion or dismissal, depending upon the severity of the violation.